Elentra Feature

External Assessors

Who: Residents

Why: Residents often require EPA assessments to be completed by people outside of the Schulich community. Anyone who needs to complete an EPA assessment but is not in the Assessor drop-down list, can be sent an EPA assessment form by a resident. This includes physicians and allied health care workers.

How: After clicking Trigger Assessment, click on Select Assessor to search for your assessor.

If they do not appear in the drop-down list, you can add them in:

1) Click Select Assessor and select External Assessor at the bottom of the list.

2) You will then be prompted to enter a name and email address, and then click Add Assessor.

You can then complete the EPA assessment per usual. These assessments will expire and automatic email reminders will be sent in the same way as any other EPA assessment.